That which is claimed is: * 1 2 1. An information management and synchronous communications system for 3 generating and transmitting menus comprising: 4 a. a central processing unit, 5 h. a data storage device connected to said central processing unit. 6 c. an operating system including a graphical user interface, 7 a first menu consisting of menu categories, said menu categories d. 8 consisting of menu items, said first menu stored on said data storage device and displayable in a 9 window of said graphical user interface in a hierarchical tree format,

- **e.** a modifier menu stored on said data storage device and displayable in a window of said graphical user interface,
- f. a sub-modifier menu stored on said data storage device and displayable in a window of said graphical user interface, and
- g. application software for generating a second menu from said first menu and transmitting said second menu to a wireless handheld computing device or Web page,

wherein the application software facilitates the generation of the second menu by allowing selection of categories and items from the first menu, addition of menu categories to the second menu, addition of menu items to the second menu and assignment of parameters to items in the second menu using the graphical user interface of said operating system, said parameters being selected from the modifier and sub-modifier menus, wherein said second menu is manually modified after generation.

- 2. An information management and synchronous communications system for generating menus comprising:
 - a. a central processing unit,
 - **b.** a data storage device connected to said central processing unit,

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2		interface,	
3	d.	a first menu stored on said data storage device,	
4 5	e.	application software for generating a second menu from said first menu,	
6	wherein the a	application software facilitates the generation of the second menu by	
7	allowing selection of items	s from the first menu, addition of items to the second menu and	
8	assignment of parameters to	items in the second menu using the graphical user interface of said	
9	operating system and wherein data comprising the second menu is synchronized between the		
10	data storage device connect	ed to the central processing unit and at least one other computing	
		menu is manually modified by handwriting or voice recording after	
12	generation.		
the trade with the same con week	3. An inform	nation management and synchronous communications system for	
14 	generating menus comprising	g.	
	a.	a microprocessor,	
5 mil Smil	b.	a display device,	
17	c.	a data and instruction input device,	
18 19 20 21	d.	a data storage device for storing information and instructions entered through said data and instruction input means or information generated by said microprocessor,	
22	e.	an operating system,	
23 24	f.	a master menu stored on said data storage device for generating a modified menu, and	
25	g.	application software,	
26	wherein said microprocessor,	operating system and application software are operative to display	
27	the master menu on the di	splay device in response to instructions programmed into said	

1	mi
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croprocessor, operating system, application software and information and instructions entered ough said data input device, and wherein said microprocessor, operating system and plication software are operative to create the modified menu from said master menu in sponse to information and instructions entered through said data and instruction input device d wherein data comprising the modified menu is synchronized between the data storage device d at least one other computing device, wherein said modified menu is manually modified after neration.

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4. In a computer system having an input device, a storage device, a video display, an operating system including a graphical user interface and application software, an information management and synchronous communications method comprising the steps of:

- outputting at least one window on the video display; a.
- b. outputting a first menu in a window on the video display;
- displaying a cursor on the video display; c.
- d. selecting items from the first menu with the input device or the graphical user interface;
- inserting the items selected from the first menu into e. a second menu, the second menu being output in a window;
- f. optionally adding additional items not included in the first menu to the second menu using the input device or the graphical user interface;
- storing the second menu on the storage device; and g.

synchronizing the data comprising the second menu between the storage device and at least one other data storage medium, wherein the other data storage medium is connected to or is part of a different computing device, and wherein said second menu is manually modified after generation.

handwriting recognition and conversion to text.

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1 2	14.	The system of claim 6 wherein the voice capture involves voice recognition and conversion to text.
3	15.	The method of claim 7 wherein the handwriting capture involves
1		handwriting recognition and conversion to text.

16. The method of claim 8 wherein the voice capture involves voice recognition and conversion to text